# **MAIN HRS**

**DCDS** Procedures Manual

Section 3.2 - Display User Security

## **Section 3.2 OPTIONS MENU - Display User Security**

Purpose	This section describes the procedures to display a user's current roles and functions.
Window Name	Display User Security
Reminders	1. The Display <u>U</u> ser Security window is accessed through the <u>O</u> ptions, Display <u>U</u> ser Security item on the menu bar.
References	No Specific References

#### Main Menu

The following menu is displayed when the Options item is selected from the Menu bar.



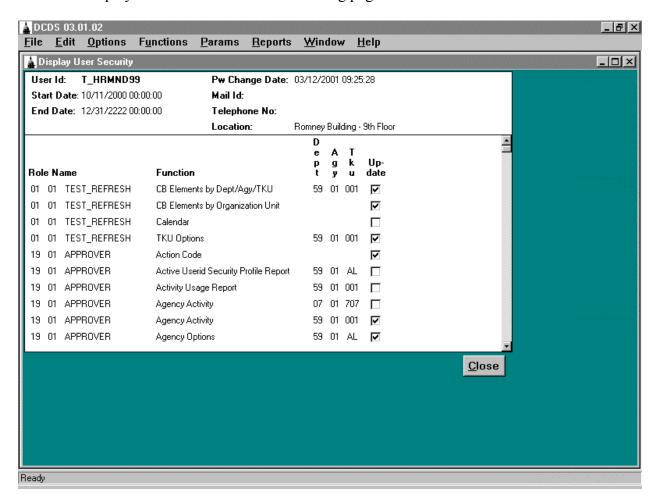
## **MAIN HRS**

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### **Display User Security Window**

The following window is displayed when the Options, Display User Security item is selected. The fields displayed are described on the following page.



### **DCDS** Procedures Manual

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### **Display User Security**

The following information is displayed for each user.

Field Name	Description
Role Name	The name of the role(s) assigned to a user.
	<b>Note:</b> The role defines the functions that a user can perform on DCDS.
Function	List of functions assigned to a user.
	<b>Note:</b> Functions define the actions of a role (i.e. entry or inquiry).
Dept, Agy, TKU	The Department, Agency or Timekeeping Unit (TKU) a user may access.
Update	A (✔) indicates the user has update capabilities.